

city of edmonds development information



Adult Family Home Permit Submittal Requirements

- PERMIT REQUIRED:** A Compliance Permit and City inspections (building and fire code) are required for all Adult Family Homes (including change of ownership on pre-existing approved homes). Minimum life-safety dwelling requirements i.e., for egress windows or doors, smoke alarms (detectors), fire walls, and minimum light and ventilation in habitable spaces, etc. is verified.
- CODES:** International Building & Residential Code (Current Edition)
WAC Amendments R202 & R325
WAC 388-76
- FEE:** Please refer to City fee schedules

ADULT FAMILY HOMES

Adult Family Homes are private residential homes licensed by the Department of Social and Health Services (DSHS) where personal care, special care, and room and board are provided to not more than six (6) resident adults.

LOCAL SIGN REGULATIONS

Because commercial signs are not permitted in single family zones, signs identifying licensed Adult Family Homes located in single family zones may not include advertising or identify the home as a commercial operation. Signs for Adult Family Homes may contain information such as the name, address or phone number of the home, and shall not exceed four (4) square feet in area (no sign permit is required). For more information on signs for Adult Family Homes that are located in commercial zones contact the Planning Division for sign area limitations, design criteria and permitting requirements.

STATE BUILDING & FIRE CODE REQUIREMENTS

WAC 388-76-755 states, "The adult family home shall meet applicable building and housing codes and State and local fire safety regulations." It is the applicant's responsibility to check with local authorities to ensure all local codes are met, for example: obtaining a City Business License (contact the City Business License Clerk at 425-775-2525) and a Building Compliance Permit (contact the City Building Division).

PERMIT SUBMITTAL REQUIREMENTS

Adult Family Homes containing living facilities (including provisions for sleeping, eating, cooking and sanitation) **for six (6) or fewer residents** are subject to the following requirements:

1. Permit Application [Form A](#). Submit a complete permit application and required permit fee.
2. Complete page one of the attached DSHS inspection checklist and submit with permit application Form A. The checklist may also be found at:
<http://www.aasa.dshs.wa.gov/Professional/afh/documents/Adult%20Family%20Home%20Checklist.pdf>
Pages 3 and 4 shall be completed by the City Building Inspector.
3. Floor plan of the home. Submit two (2) copies (scaled ¼" = 1') with the following information:
 - a) Designate the use and size of all rooms and spaces including headroom (i.e., living room 10 feet by 12 feet, 8 foot ceiling, etc.)
 - b) Dimension all sleeping rooms, windows and doors. Indicate window sill height.
 - c) Show smoke alarms (detectors) see #4c below
 - d) Show location of all heating appliances and thermostats, (i.e., furnace, wall heaters, etc.)
 - e) Each sleeping room shall be designated by at least one of the following State Licensing code requirements:
 - Type S – where the means of egress contains stairs, elevators or platform lifts.
 - Type NS1 – where one means of egress is at grade level or a ramp is constructed in accordance with IRC Section 311.6 is provided.
 - Type NS2 – where two means of egress from the sleeping room are at grade level or ramps constructed in accordance with IRC Section 311.6 are provided.
 - f) Indicate the path of travel (including stairs, ramps, platform lifts, etc.) from sleeping rooms to a yard, alley or public way (i.e., street or alley)
 - g) If a ramp will be installed, separate permit approval is required regardless of height or size. To obtain a Ramp Permit provide construction details of how it will be constructed and a site plan showing where it will be located.
4. Each sleeping room in the entire residence shall meet the following requirements:
 - a) Emergency egress. Egress is provided by either a door that leads directly to the outside OR a window with a minimum net clear openable area of 5.7 square feet. Windows must have a minimum clear openable height of 24 inches and minimum clear openable width of 20 inches. The window sill height cannot be more than 44 inches above the finished floor. **No alternatives to the sill height such as steps, raised platforms, or other devices placed by the openings will be approved as meeting this requirement.**
 - b) The minimum sleeping room size is 70 square feet, 7 foot minimum in any horizontal dimension, with 7 feet minimum headroom.
 - c) Smoke alarms are required in each sleeping room throughout the entire residence, in the outside hallway of all sleeping room areas and on each floor of the residence. **All smoke alarms shall be hardwired and interconnected throughout the entire home (IBC 907.2.10.3).** Wiring shall be permanent without a disconnecting switch. Alarms shall sound an alarm audible in all sleeping areas of the dwelling unit in which they are located.
 - d) All bedroom and bathroom doors shall be openable from the outside when locked. Every closet that is provided with a door lock shall be readily openable from the inside.

#B3

5. A Fire Exit plan shall be developed for emergency evacuation of residents and must be submitted to the City for review with the compliance permit. Once approved, the Fire Exit plan shall be posted in the house in a conspicuous place.
6. Show location of fire extinguishers. Note, a minimum of 2-A:10-B:C fire extinguisher shall be provided at an approved location and be easily accessible.

CITY INSPECTION REQUIREMENTS

Building & Fire Department Inspection Requirements

The following is inspected by City Building and Fire District 1 inspectors for compliance to the codes.

1. Address numbers shall be placed in a conspicuous place on the exterior of the building to be plainly visible and legible from the street or road fronting the property. Minimum size 6 inch letters of 3/4 inch stroke in a contrasting color to the building.
2. Fire Extinguishers
3. Fire Exit Plan
4. Accuracy of floor plan
5. Location, hard-wiring and interconnection of all required smoke alarms
6. Inspection Checklist (pages 3 and 4 of the form) shall be completed by the City Building Inspector. Any items needing correction that are noted during this inspection will require reinspection for final approval.

Note: Site inspections may reveal additional requirements and/or violations unrelated to the Adult Family Home which must be resolved before occupancy is granted and the City business license issued.

Final Approval Requirements and Issuance of City Business License

1. The Adult Family Home provider shall submit a copy of the State Department of DSHS Adult Family Home License to the Building Official within 10 days of receipt from the State.
2. After the inspection has been approved and the State License has been received the [City Business License](#) will be issued. Note, the Provider is required to have a City business license prior to receiving residents. (Chapter 4.72 Edmonds City Code)

NOTE: THE PURPOSE OF THIS HANDOUT IS TO ASSIST THE PUBLIC IN COMPLYING WITH DETAILED PERMIT SUBMITTAL REQUIREMENTS. IT IS NOT A COMPLETE LIST OF PERMIT OR CODE REQUIREMENTS AND SHOULD NOT BE USED AS A SUBSTITUTE FOR APPLICABLE LAWS AND REGULATIONS. IT IS THE RESPONSIBILITY OF THE OWNER/DESIGN PROFESSIONAL TO REVIEW THE SUBMITTAL FOR COMPLETENESS AND APPLICABILITY TO OTHER CODES. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED BY THE CITY FOR REVIEW.

Adult Family Home (AFH) LOCAL BUILDING INSPECTION CHECKLIST

Code References: 2009 IRC Section R325 (WAC 51-51)

APPLICATION NUMBER: _____

SECTIONS 1, 2, 3, AND 4 MUST BE COMPLETED BY APPLICANT BEFORE INSPECTION WILL BE PROCESSED

SECTION 1 - PROPERTY INFORMATION

SITE ADDRESS: _____ ASSESSOR'S TAX/PARCEL#: _____

SECTION 2 - APPLICANT INFORMATION

PROPERTY OWNER NAME: _____ DAYTIME PHONE: _____

AFH LICENSEE NAME (IF DIFFERENT): _____ DAYTIME PHONE: _____

SECTION 3 – FLOOR PLAN

APPLICANT MUST DRAW COMPLETE FLOOR PLAN/s ON THIS FORM (ALL FLOORS). PLEASE INCLUDE ALL SLEEPING ROOMS (BEDROOMS). ON THIS DRAWING, INDICATE WHICH BEDROOM IS A, B, C, D, E, AND F. LABEL ALL COMPONENTS FOR EXITING i.e.: STAIRS, RAMPS, PLATFORM LIFTS & ELEVATORS.

SECTION 4 – DISCLAIMER/SIGNATURE BLOCK

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge, and that I am requesting or I am authorized by the owner of the above premises to request inspection for the operation of an Adult Family Home at this location. I agree to hold harmless the jurisdiction conducting such inspections, at my request, as to any claim (including costs, expenses, and attorneys' fees incurred in the investigation of such claim), which may be made by any person, including the undersigned, and filed against the jurisdiction, but only where such claim arises out of the reliance of the jurisdiction, including its officers and employees, upon the accuracy of the information supplied to the jurisdiction as a part of this application.

NAME/TITLE: _____

DATE: _____

☐ PROPERTY OWNER ☐ APPLICANT ☐ LICENSEE

08/01/10

(Effective July 1, 2010)

WAC 51-51-0325

Section R325 — Adult family homes.

SECTION R325

ADULT FAMILY HOMES

R325.1 General. This section shall apply to all newly constructed adult family homes and all existing single family homes being converted to adult family homes. This section shall not apply to those adult family homes licensed by the state of Washington department of social and health services prior to July 1, 2001.

R325.2 Submittal Standards. In addition to those requirements in Section 106.1, the submittal shall identify the project as a Group R-3 Adult Family Home Occupancy. A floor plan shall be submitted identifying the means of egress and the components in the means of egress such as stairs, ramps, platform lifts and elevators. The plans shall indicate the rooms used for clients and the sleeping room classification of each room.

R325.3 Sleeping Room Classification. Each sleeping room in an adult family home shall be classified as:

1. **Type S** - where the means of egress contains stairs, elevators or platform lifts.
2. **Type NS1** - where one means of egress is at grade level or a ramp constructed in accordance with R325.9 is provided.
3. **Type NS2** - where two means of egress are at grade level or ramps constructed in accordance with R325.9 are provided.

R325.4 Types of Locking Devices. All bedroom and bathroom doors shall be openable from the outside when locked.

Every closet shall be readily openable from the inside.

Operable parts of door handles, pulls, latches, locks and other devices installed in adult family homes shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. The force required to activate operable parts shall be 5.0 pounds (22.2 N) maximum. Exit doors shall have no additional locking devices.

R325.5 Smoke Alarm Requirements. All adult family homes shall be equipped with smoke alarms installed as required in Section **R314**. Alarms shall be installed in such a manner so that the fire warning may be audible in all parts of the dwelling upon activation of a single device.

R325.6 Escape Windows and Doors. Every sleeping room shall be provided with emergency escape and rescue windows as required by Section R310. No alternatives to the sill height such as steps, raised platforms or other devices placed by the openings will be approved as meeting this requirement.

R325.7 Fire Apparatus Access Roads and Water Supply for Fire Protection. Adult family homes shall be served by fire apparatus access roads and water supplies meeting the requirements of the local jurisdiction.

R325.8 Grab Bars. Grab bars shall be installed for all water closets and bathtubs and showers. The grab bars effective WAC 51-51-0325: Section R325 — Adult family homes. date 7/1/10 shall comply with ICC/ANSI A117.1 Sections 604.5 and 607.4 and 608.3.

EXCEPTION: Grab bars are not required for water closets and bathtubs and showers used exclusively by staff of the adult family home.

R325.9 Ramps. All interior and exterior ramps, when provided, shall be constructed in accordance with Section **R311.8** with a maximum slope of 1 vertical to 12 horizontal. The exception to **R311.8.1** is not allowed for adult family homes. Handrails shall be installed in accordance with R325.9.1.

R325.9.1 Handrails for Ramps. Handrails shall be installed on both sides of ramps between the slope of 1 vertical to 12 horizontal and 1 vertical and 20 horizontal in accordance with R311.6.3.1 through R311.6.3.3.

R325.10 Stair Treads and Risers. Stair treads and risers shall be constructed in accordance with **R311.7.4**. Handrails shall be installed in accordance with R325.10.1.

R325.10.1 Handrails for Treads and Risers. Handrails shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with **R311.7.7** through **R311.7.7.4**

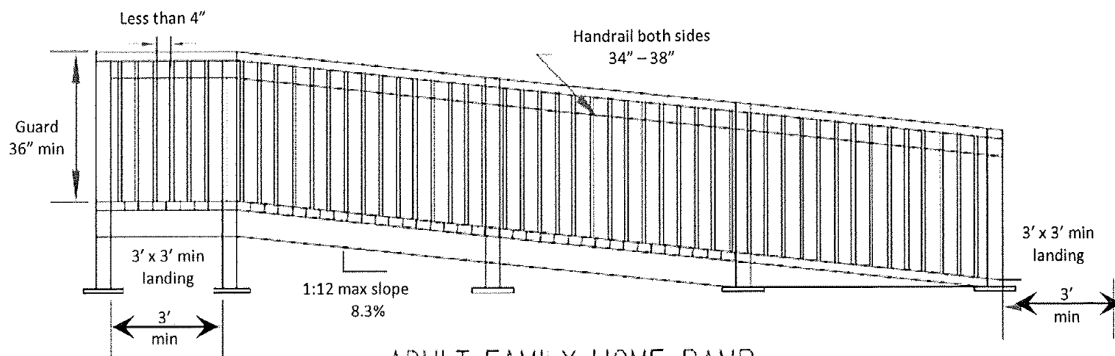
[Statutory Authority: RCW 19.27.190, 19.27.020, and chapters 19.27 and 34.05 RCW. 09-04-023, §51-51-0325, filed 1/27/09, effective 7/1/10. Statutory Authority: RCW 19.27.074, 19.27.020, and chapters 19.27 and 34.05 RCW. 07-01-090, § 51-51-0325, filed 12/19/06, effective 7/1/07. Statutory Authority: RCW 19.27.031 and 19.27.074. 04-01-109, § 51-51-0325, filed 12/17/03, effective 7/1/04.]

08/01/10

NAME OF AFH: _____							
SECTION 5 MUST BE COMPLETED BY THE BUILDING DEPARTMENT IN THE JURISDICTION THE HOME WILL BE LOCATED.							
PLEASE CHECK ALL APPLICABLE BOXES; MATCH THE LIST BELOW TO THE APPLICANT'S FLOOR PLAN – USING THEIR PROSPECTIVE RESIDENT BEDROOM DESIGNATIONS OF A, B, C, D, E, AND F AND CLASSIFICATION CODE: S, NS1, OR NS2							
SECTION 5 – BUILDING INSPECTOR'S INSPECTION CHECKLIST							
R325.3 SLEEPING ROOM CLASSIFICATION. Each sleeping room in an adult family home shall be classified as:							
Type S – where the means of egress contains stairs, elevators or platform lifts to evacuate residents to public area.							
Type NS1 – where 1 means of egress at grade level (has no stairs), or a ramp constructed compliant with R325.9 is provided to evacuate residents to public area.							
Type NS2 – where 2 means of egress at grade level (both have no stairs), or ramps constructed compliant with R325.9 are provided to evacuate residents to public area.							
SLEEPING ROOMS							
Sleeping Room A		<input type="checkbox"/> Type S		<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door is easily and quickly openable from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 sf* (minimum dimensions at least 24" high; at least 20" wide)						<input type="checkbox"/>	<input type="checkbox"/>
<small>*EXCEPT PER R310.1.1: AT-GRADE ESCAPE WINDOWS –MAY HAVE NET CLEAR OPENING 5 SF</small>							
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Room B		<input type="checkbox"/> Type S		<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door is easily and quickly openable from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 sf* (minimum dimensions at least 24" high; at least 20" wide)						<input type="checkbox"/>	<input type="checkbox"/>
<small>*EXCEPT PER R310.1.1: AT-GRADE ESCAPE WINDOWS –MAY HAVE NET CLEAR OPENING 5 SF</small>							
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Room C		<input type="checkbox"/> Type S		<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door is easily and quickly openable from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 sf* (minimum dimensions at least 24" high; at least 20" wide)						<input type="checkbox"/>	<input type="checkbox"/>
<small>*EXCEPT PER R310.1.1: AT-GRADE ESCAPE WINDOWS –MAY HAVE NET CLEAR OPENING 5 SF</small>							
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Room D		<input type="checkbox"/> Type S		<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door is easily and quickly openable from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 sf* (minimum dimensions at least 24" high; at least 20" wide)						<input type="checkbox"/>	<input type="checkbox"/>
<small>*EXCEPT PER R310.1.1: AT-GRADE ESCAPE WINDOWS –MAY HAVE NET CLEAR OPENING 5 SF</small>							
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Room E		<input type="checkbox"/> Type S		<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door is easily and quickly openable from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 sf* (minimum dimensions at least 24" high; at least 20" wide)						<input type="checkbox"/>	<input type="checkbox"/>
<small>*EXCEPT PER R310.1.1: AT-GRADE ESCAPE WINDOWS –MAY HAVE NET CLEAR OPENING 5 SF</small>							
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Room F		<input type="checkbox"/> Type S		<input type="checkbox"/> Type NS1	<input type="checkbox"/> Type NS2	YES	NO
Closet door/s are readily openable from the inside	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Smoke alarm is installed in the bedroom			<input type="checkbox"/>	<input type="checkbox"/>
Bedroom door is easily and quickly openable from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Sleeping room window has a net opening of 5.7 sf* (minimum dimensions at least 24" high; at least 20" wide)						<input type="checkbox"/>	<input type="checkbox"/>
<small>*EXCEPT PER R310.1.1: AT-GRADE ESCAPE WINDOWS –MAY HAVE NET CLEAR OPENING 5 SF</small>							
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted						<input type="checkbox"/>	<input type="checkbox"/>
GENERAL						YES	NO
Bathroom doors are easily and quickly openable from the outside when locked						<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms are installed on all levels of the dwelling, in each resident sleeping room, outside each separate sleeping area in the immediate vicinity of sleeping rooms (R314)						<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarms are installed in such a manner so that the fire warning may be audible in all parts of the dwelling upon activation of a single device.						<input type="checkbox"/>	<input type="checkbox"/>
Access road and water supply meet local fire jurisdictional requirements						<input type="checkbox"/>	<input type="checkbox"/>

08/01/10

R311.8 Ramps			
<u>Inside Ramp</u>	N/A	YES	NO
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH)	<input type="checkbox"/>	<input type="checkbox"/>	
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes directions.	<input type="checkbox"/>	<input type="checkbox"/>	
R325.9.1 Handrails required on both sides of ramp in accordance with R311.8.3.1 – R311.8.3.3.	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Outside Ramp</u>	N/A	YES	NO
R311.8.1 Maximum Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH)	<input type="checkbox"/>	<input type="checkbox"/>	
R311.8.2 Landing Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes directions.	<input type="checkbox"/>	<input type="checkbox"/>	
R325.9.1 Handrails required on both sides of ramp in accordance with R311.8.3.1 – R311.8.3.3.	<input type="checkbox"/>	<input type="checkbox"/>	
*Guards below are depicted vertically as an example only. All Ramps must have Guards			



ADULT FAMILY HOME RAMP
per 2009 IRC with WA. ST. AMENDMENTS
ALL RAMPS REQUIRE A BUILDING PERMIT

R311.2 Means of Egress	YES	NO
R311.2 Door must be side-hinged with min. width of 32 inches between face of door and stop. Height not less than 78 inches.	<input type="checkbox"/>	<input type="checkbox"/>
R325.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist (lever-type, emergency egress hardware). The Exit doors shall have no additional locking devices.	<input type="checkbox"/>	<input type="checkbox"/>
R311.7 Stairways	N/A	YES NO
R311.7.4.1 Riser Height: Max riser height shall be 7 $\frac{1}{4}$ inches (8 inches in structures built prior to July 1, 2004)	<input type="checkbox"/>	<input type="checkbox"/>
R311.7.4.2 Tread Depth: Min. tread depth shall be 10 inches. (9 inches in structures built prior to July 1, 2004)	<input type="checkbox"/>	<input type="checkbox"/>
R325.10.1 Handrails for Treads and Risers shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with R311.7.7.1 – R311.7.7.4	<input type="checkbox"/>	<input type="checkbox"/>
R 325.8 Grab Bars in Bathrooms (May require "alternate" approval in accordance with IRC Sec. R104.10 and .11)	YES	NO
R325.8 Grab bars shall be installed for all water closets (toilets), bathtubs and showers.		
Bathing facilities such as tubs and showers; and	<input type="checkbox"/>	<input type="checkbox"/>
On both sides of the toilet. (shall comply with ICC/ANSI A117.1 Sections 604.5, 607.4 & 608.3)	<input type="checkbox"/>	<input type="checkbox"/>
AG103 – AG 105 Swimming Pool, Spa, Hot Tub	N/A	YES NO
AG105.2 Must be surrounded by a barrier that is 48 inches high, may have doors and or gates that must have audible alarms when opened.	<input type="checkbox"/>	<input type="checkbox"/>
AG105.5 EXCEPTION: Pools, Spas or hot tubs with a safety cover which complies with ASTM F 1346	<input type="checkbox"/>	<input type="checkbox"/>

☐ PASSED

☐ CORRECTIONS REQUIRED

☐ PERMIT REQUIRED

INSPECTOR'S SIGNATURE:

DATE:

INSPECTOR'S ADDRESS:

PHONE:

Application and Inspection Checklist developed by Washington Association of Building Officials (WABO),
in cooperation with Department of Social and Health Services (DSHS) for use by both departments and licensors.

08/01/10